

Information Catalog



HQ USEUCOM ECJ4 INTRA-THEATER COMMERCIAL TRANSPORTATION BRANCH (ICTB)

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SECTION I

MISSION

- Situated at Headquarters, United States European Command (HQ USEUCOM) J4-LO, the Intra-theater Commercial Transportation Branch (ICTB) provides the architecture by which cargo and personnel move via commercial transportation throughout the European theater. This is accomplished through the negotiation of tenders, conventions and special agreements for truck, bus, rail and barge transportation services.
- ICTB represents U.S. Forces for surface transport negotiations with European and former Eastern block commercial carriers.
- ICTB develops joint traffic management policies and procedures, as well as provides technical assistance and analysis to component commands regarding commercial transportation.

FUNCTIONS

- Negotiate the rates and conditions of tenders (truck and bus), rail conventions and barge agreements with commercial carriers on behalf of the US Forces for transportation services within the EUCOM area of responsibility (AOR).
- Prepare tenders of service, conventions & agreements for transportation.
- Provide cost analysis and recommend most favorable mode and routing selection.
- Arbitrate disputes between carriers and the U.S. Forces.
- Assist in the development of joint traffic management regulations and guidelines.
- Monitor the customs stamp program.
- Manage the Transportation Discrepancy Reporting (TDR) program.
- Maintain a Commercial Tariff Library.

OBJECTIVE

- To perform and perfect a means of efficient and effective traffic management in peace-time, so that in a contingency, maximum support to the soldiers and commanders in the field can be provided.
- To maintain strategic relationships with truck, bus, rail, and barge carriers.
- To ensure that best business practices are adhered to and that the service provided to DoD is the best value, while accomplishing the mission.



HQ USEUCOM Stuttgart Germany

SECTION II

ICTB OVERVIEW

- USEUCOM ECJ4 JMD-ICTB is chartered by EUCOM Directive 64-1, to negotiate and place tenders, conventions and agreements to be executed by component commands for surface movement throughout the EUCOM AOR.
- However, IAW ED 60-11, USAFE and NAVEUR, as dominant users, essentially have similar charters applicable to certain areas.
- ICTB, although not governed by the Federal Acquisition Regulation (FAR), adheres to the provisions of the FAR as much as possible. This essentially applies to the solicitation process, review of offers and subsequent placement of tenders of service.

- Only personnel appointed on USEUCOM letter-order designated by name, grade and position as “Negotiator” and/or “Transportation Agent” are authorized to procure commercial transport tender of service.
- Only a designated “Negotiator” has the authority to sign and place tenders, conventions and agreements of service to effect transport. Persons not designated as a “Negotiator/Transportation Agent” by applicable USEUCOM letter order, cannot solicit commercial rates or price quotations.
- Unauthorized solicitations may subject individuals to investigation for illegal procurement and criminal prosecution and penalties.
- ICTB accepts transportation requests from authorized transportation offices with appointed Transportation Officers (TO) or Transportation Agents (TA) such as Army Movement Control Teams (MCT) and Branch Movement Control Teams (BMCT), Air Force Traffic Management Offices (TMO), Defense Commissary Agency (DECA), Defense Distribution Depots Europe (DDDE) and Defense Energy Supply Center - Europe (DESC-EU).

These offices will manage negotiated agreements and tenders to effect commercial transport using the documentation and resources made available to them.

- After award, the tenders, conventions and agreements are distributed to all parties involved so that the Director of the Defense Finance and Accounting Service (DFAS) Europe can pay according to the rates and conditions negotiated.
- Requests for services require sufficient time to identify and coordinate all aspects of the solicitation process. Requestors are encouraged to submit requirements as soon as possible.
- However, the components and their major subordinates have internal contracting capability and may procure transportation through such means.

ARBITRATION

ICTB provides arbitration of disputes between the DFAS, the unit/agency ordering services and European carriers on interpretation of rates and conditions of conventions, tenders and agreements.

- ICTB maintains a good working relationship between DFAS and commercial carriers.

COST AVOIDANCE

In accomplishment of the objective to obtain the best value commercial transportation to meeting mission requirements, ICTB:

- Negotiates special rates and agreements.
- Analyzes traffic patterns to identify trends and recommends cost saving improvements.
- Prepares statistical data on amounts paid to European carriers and compares cost avoidance/saving information for negotiating purposes.
- Keeps abreast of the currency market. Some rail convention rates are figured in three different currencies.
- Assists DFAS in review of cargo and passenger billing documentation to avoid overcharges.
- Reviews container reconsignment bills.

COST COMPARISON AND ANALYSIS

- Cost comparison and analysis is accomplished regarding the various modes applicable to inland theater transport. These require a minimum of three days to accomplish and can include the following:
 - Door to Door - Truck
 - Truck - Rail
 - Truck - Barge
 - Rail
 - Barge - Rail
- Even though ICTB is not the mode determinator, we assist/recommend the most favorable cost effective transport.

SECTION III

HIGHWAY INFORMATION

There are three types of truck and bus tenders that are available to ICTB customers as well as various types of assets.

TENDERS

- ① One-Time-Only (OTO): Establish commercial highway transportation and accessorial services for one specific requirement or large volume move. These tenders satisfy movement requests not covered through existing general or special tenders. Cost is a flat rate per asset.
- ② General Tenders: Establish commercial highway transportation for reoccurring eveready missions within one country or between countries in continental Europe. This enables TOs to independently coordinate commercial highway transportation . General tenders identify a variety of carrier/truck services as a foundation for timely completion by most economical commercial transportation. Rate is per Km.

③ Special Service Tenders (SST): Establish commercial highway transportation for reoccurring requirement which may be a fixed or varying schedule from identified origins to one or multiple destinations for an identified type of cargo. SST's are negotiated for an individual customer on an as needed basis. Cost is a flat rate per asset.

ASSETS

There are a multitude of truck and bus resources available through commercial means that may be utilized by the customer.

Within the truck category there are:

- Standard trucks which include closed body, flatbed and tarped.
- Specialty trucks which include tarped trucks for hazardous or airride, reefer, lowbeds, container chassis, trucks with cranes, lowbed with extension floors, winches, cranes and special goose necks.




Buses vary in size and can range from 8 to almost 80 passenger capacity. Variables include air-conditioning, heating, toilet, VCR and trailer.

TENDER GUIDELINES

- While tenders are a great tool that can obtain transportation resources quickly, it must be remembered that these procurements must be obtained within strict guidelines. These guidelines are as follows:

NOTE: It is the responsibility of the requesting shipping transportation office to definitize the requirement prior to submission of request for transportation to ICTB. ICTB will return any request for transport if data is incomplete, incorrect and/or illegible.

- The following information must be provided to ICTB to satisfy requests for commercial surface transports:

-  Transportation office responsible for coordination and document preparation, POC and telephone number.
-  Exact pick-up address, POC and valid telephone number.
-  Date/time of pick-up and desired required delivery date.

- ✎ Exact destination address, POC and valid civilian telephone number.
 - ✎ Cargo description/commodity, amount, metric weight and dimensions per piece.
 - ✎ Hazardous cargo: in the clear information, U.N. number, International Maritime Code (IMCO) and class.
 - ✎ Type of truck/bus or asset required.
 - ✎ Special requirements (e.g. site survey, crane service, loading and unloading, etc.).
 - ✎ Routing required for international transports (identify countries/Border Crossings).
 - ✎ Project names if applicable and any other information considered vital for transport.
- While processing times vary according to the service requested, the following timetable is provided as a guideline. Time line criteria for commercial highway transports include, but are not limited to, nature of the cargo (i.e. hazardous, oversized, overweight), host nation laws (i.e. travel restrictions, permit requirements, holidays), route (i.e. body of water, diplomatic requirements), carrier availability (i.e. truck, ferry) and weather conditions.

999 Shipments

- Will be handled expeditiously: (ICTB has been able to acquire tenders in less than 24 hours.) The key to achieving this goal is the submission of clear and comprehensive requirements.

One-Time Only Tenders

- Routine requirements within a central region NATO country and deployed areas require a minimum of three workdays to process in advance of the specified pick-up date.
- International requirements require a minimum of five workdays to process in advance of the specified pick-up date.
- Outsized movements require a minimum of ten to fifteen workdays to process in advance of the specified pick-up date. (Details are reflected below).
- Surface movements that transit former eastern block countries require additional time (7-10 working days minimum) to satisfy country clearances and/or special permits, after carrier identification.

Volume Moves

Five trucks or more and bus requirements exceeding DM 6,000 in support of exercise or contingencies. Timeline depends on the requirement.

Repetitive Requirements

- Requirements for the same class of supply, same origin and destination, or several shipments weekly/monthly over a given year will be handled through placement of a *Special Service Tender*. This eliminates the need to submit one time only individual requests for transport of like shipments.
- ICTB requires a minimum of 30 days to accomplish a detailed review of a requirement, conduct solicitation and subsequently award, publish and distribute the tender.

- General transport requirements and those for unique arrangements such as DDDE and DESC programs require sufficient time to identify and coordinate all aspects of the solicitation process. This process includes definitizing the requirement and may involve a pre-solicitation conference prior to placement of the tender of service. Coordination and preparation of such requirements for general and special service tenders may require up to 90 days prior to commencement of the service.



Transport of Jet Fueler from Hahn AB to Bremerhaven

PROCEDURES FOR NON-DUTY HOURS

- Submission of requests can normally be accomplished only during duty hours because of normal commercial business hours of operation. If shipments will require immediate attention during non-duty hours, the procedure will be as follows:

- ❶ Attempt to contact ICTB at numbers in POC section, failing that:
- ❷ Contact the Joint Logistic Operation Center (JLOC) at DSN 430-8839/8862. Provide the required information specified in prior section, and request they utilize the ICTB recall roster to notify appropriate personnel.
- ❸ After notification, ICTB will determine if the request is best handled the next business day or if approval will be granted to procure transportation locally. Only personnel that have been designated as a negotiator by EUCOM may procure transportation locally.
- ❹ If local procurement is granted, all information pertaining to the transport and a complete statement of emergency must be provided to ICTB the next working day to formalize the procurement (This does not apply to actions processed by an authorized contracting officer).

- Transportation offices will not submit commercial transportation requests to ICTB if timelines cannot be met. Transportation officers must educate their customers accordingly and apply established challenge procedures.

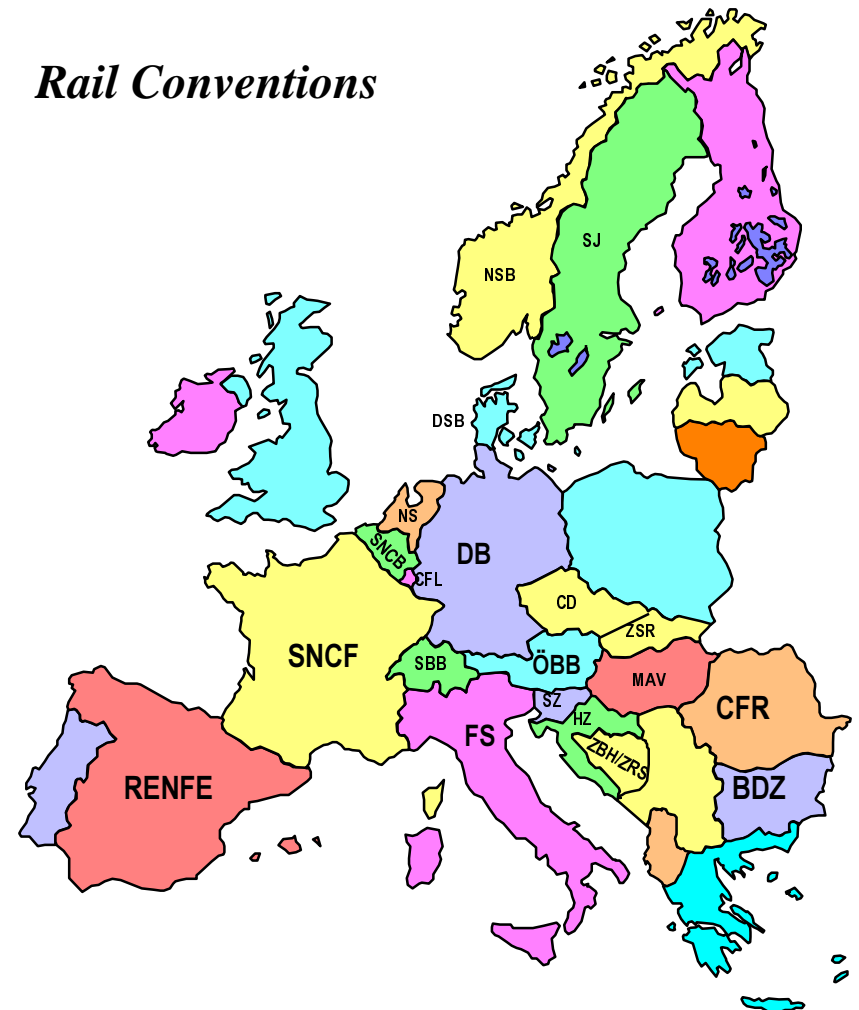
- Transportation offices will not contact any carrier, including those in possession of a general or special service tender, and request an oversize transport. Any such attempt constitutes instigation of an illegal transport and may be subject to prosecution.

SECTION III

RAIL & BARGE INFORMATION

ICTB initiates and negotiates conventions, tariffs and agreements with all major European railways and barge companies including some in Eastern European countries. These documents are used by the component command shipping transportation offices to effect movement. No other agency, other than prescribed by as dominant users in ED 60-11, are authorized to negotiate agreements. ICTB attempts to negotiate more favorable rates for volume moves in support of exercises and contingencies. Negotiations require a minimum of 15 days in advance of shipment, however, negotiations may take several months in support of major deployment efforts.

Rail Conventions



BDZ	BULGARIA	ÖBB	AUSTRIAN
CD	CZECH RAILWAYS	RENFE	SPAIN
CFR	ROMANIA	SBB	SWISS
CFL	LUXEMBOURG	SJ	SWEDISH
DB	GERMAN	SNCB	BELGIAN
DSB	DANISH	SNCF	FRENCH
FS	ITALIAN	SZ	SLOVENIAN
HZ	CROATIAN	ZBH	BOSNIAN
MAV	HUNGARIAN	ZRS	SERBIAN
NS	DUTCH	ZSR	SLOVAKIAN
NSB	NORWEGIAN		

RAIL CONVENTIONS

Rail conventions are used by component command transportation offices to effect movement. ICTB represents the U.S. Forces in negotiations with all major European railways to include some in Eastern European countries. Conventions cover the movement of regular freight and passenger traffic for the U.S. Forces. They are comprised of articles covering transportation conditions, to include accessorial services, documentation, billing, payment, liability and arbitration.



U.S. Forces Rail Move



Freight Train

Each European railway has a very complicated commercial tariff unique to its own country's requirements. These commercial tariffs are written in 15 different languages. Therefore, ICTB negotiates conventions to:

1. Have a more simplified document in the English language.
2. Cover military requirements, which differ from commercial traffic.
3. Obtain across the board favorable rates (lower than the commercial tariff) for the U.S. Forces, while still getting excellent quality of service.

RAIL AGREEMENTS

ICTB negotiates two types of rail agreements:

1. Special railcars. These agreements are for special railcars for movement of oversized equipment, movement into or out of Spain because of the different gauge tracks, or agreements for fuel.
2. Special rates. These agreements are for volume moves or contingencies. ICTB, through aggressive negotiations, reduces the tariffs that the U.S. Forces pay according to the rail conventions.

Within the rail category there are:

- 2/4/6 Axle Rail Cars
- Box Rail Cars (Ammo)
- Rail Tank Cars (Fuel)
- Special Rail Cars
 - (TRANSWAGON for out of gauge)
 - (TRANSFESA Rail moves to/from Spain)

BARGE AGREEMENTS

ICTB represents the U.S. Forces in negotiations with various European barge companies. Barge Agreements cover the movement of U.S. Forces vehicles (and other equipment), containers, helicopters, fuel and coal on the Rhine River, the Main River, the Main/Danube canal and the Danube river. These agreements are comprised of articles covering transportation conditions, documentation, billing, payment, liability and arbitration. As of the summer of 1999, ICTB has seven barge agreements. These agreements cover the transportation of general cargo, vehicles, helicopters, coal and support IFOR/SFOR.



U.S. Forces Barge Move

RAIL/BARGE GUIDELINES

It is the responsibility of the requesting shipping transportation office to define the requirement for rail volume moves prior to submission of requests for transportation to ICTB, so that lower rates can be negotiated. Requests to negotiate should be submitted as far in advance as possible. Requests for rail cost estimates also require specific information.

The following information must be provided for rail volume moves and cost estimates:

- POC and telephone number.
- Origin and destination.
- Special train or existing traffic.
- Route required for international moves (indicate countries with border crossing points).
- Rail loading plan indicating any oversize equipment, containers, hazmat, ammo, explosives, special railcars, (i.e. TWA, VTG).
- Containers - must specify whether container is loaded or empty. Loaded containers must indicate net weight as well as gross weight.

- Exact dimensions of cargo.
- Hazardous cargo must be specifically identified.
- Are vehicles operational or non-operational?
- If in support of an exercise, give name (i.e. KFOR, SFOR, Humanitarian Aid, FMS).

Requests for rail costs after a move has been made must include:

- POC and telephone number.
- U.S. Forces CIM (AE Form 55-355A).
- Rail Car Manifest (AE Form 212).
- If in support of an exercise, give name (i.e. KFOR, SFOR, Humanitarian Aid, FMS).

Requests for barge cost estimates must include:

- POC and telephone number.
- Origin and destination.
- Ro/Ro or Lo/Lo barges.
- Commodity to be moved with exact dimensions.

SECTION IV

OTHER MISSIONS

- Other functions performed by ICTB are related to customs, claims, reconsignments and Transportation Discrepancy Reports (TDR's).

CUSTOMS

IAW USAREUR Regulation 55-355, Chapter 2 ICTB is tasked:

- ❶ To monitor incomplete AE Form 302-1. To accomplish this ICTB:
 - Receives unsigned AE Form 302-1 from the customs offices.
 - Identifies unit/organization who received cargo.
 - Sends AE Form 302-1 to unit/organization for completion.
 - Receives unit/organization completed forms.
 - Forwards signed AE Form 302-1 to appropriate customs office.

- ❷ To monitor customs clearance stamps in EUCOM. To accomplish this ICTB:

- Issues customs clearance stamps.
- Receives release and appointment letters for customs clearance officers.
- Issues weekly messages for updates to major commands and the American embassy in Italy.
- Destroys illegible customs clearance stamps.
- Advises ministries of finance about destruction or loss of customs clearance stamps.

- ❸ To monitor the customs stamp roster. To accomplish this ICTB:

- Consolidates changes twice a year.
- Mails copies of updated rosters to embassies and major commands for distribution.

CLAIMS

- ICTB resolves claims against both carriers and the U.S. Forces that involve ICTB tenders. Claims are forwarded to ICTB. ICTB makes inquiries, requests documentation, validates the claims, obtains funds and issues payment documentation which is forwarded to DFAS EUR for payment.
- Other type claims that are not related to ICTB tenders such as contractual, tort and claims arising from the Siding Agreements, should be forwarded to the appropriate office for processing.

SEAVAN AND DETENTION RECONSIGNMENT

In order to accomplish further movement (re-consignment) of a Seavan from its initial delivery point in-country to another inland destination, ICTB established a Tender of Service. This is required because these moves are outside the scope of the Universal Service Container Contract.

- Reconsignment tenders are negotiated between the ocean carriers and ICTB.

They require that the billings as a result of the reconsignment (i.e. linehaul charges, detention charges, accessorial charges), be submitted to ICTB for verification and certification for payment.

- ICTB verifies and certifies seavan reconsignment invoices and related detention.

TRANSPORTATION DISCREPANCY REPORTS

IAW ED 64-3 and ED 64-1, ICTB acts as the Area Monitoring Office (AMO) for USEUCOM and has the mission of implementing the Transportation Discrepancy Reporting (TDR) system USEUCOM wide. This entails:

- ICTB receiving copies of TDR's prepared by transshipment points and final consignees.
- ICTB reviewing and taking action when necessary. To include:
 - Assisting activities in preparing claim packages against commercial carriers.
 - Assisting preparing activities to obtain replies to Request for Information and ensuring that recipients of Initial Notification accomplish follow-up actions.
- Providing guidance to shipping and receiving activities to ensure that claims are initiated against carriers and contractors, allowing the Government to recover monies on lost and damaged shipments, as well as unearned freight charges. Also assisting government agencies in utilizing the SF361 as a tool to correct deficiencies and adjust financial and inventory files between the services.

- Performing analysis based on the information gathered from the TDR's as well as compiling reports and sending them to the component commands.

SECTION V

DOCUMENTATION

While ICTB does not prepare any operational transportation documentation, there is a high level of interest in this area in order to ensure transports move smoothly throughout the various countries.

The Following documents are important aspects of transportation in Europe and must be filled out appropriately and completely:

AE Form 302-1	Customs Clearance Document for exempting U.S. Forces from paying duties.
B Form	Rail Customs Clearance Document for Bosnia-Herzegovina.
C Form	Truck Customs Clearance Document for Bosnia-Herzegovina.

AE 68 B

Military Freight Warrant for trucks

AE Form 40

Military Freight Warrant for passengers on Buses.

**CIM
(AE Form 55-355A)**

Replacement for the rail Military Freight Warrant. New rail trans. Document for Europe

AE Form 212

Rail Car Manifest.

SF 361

Transportation Discrepancy Report.

AE Form 464

Request for rental of railroad equipment, switching or other transportation accessorial services.

Transit Clearance

Not a specific document but a clearance that is done by the carrier.

AE Form 67B Military Freight Warrant
for barges.

Diplomatic Clearance Accomplished by 1st
TMCA.

AE Form 393 Certificate in Lieu of Lost
Original Warrant.

POINTS OF CONTACT

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- Highway Team,
 - Ms. Irmi Semon 430-5946
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 - Ms. Hugette Marcin 430-7334
 - Mr. Chowdery Nasir 430-5988

- Rail/Barge Team,
 - Ms. Helga Jackson 430-4059
 - Ms. Nicole Berault 430-8367
 - Mr. James Michael McTeigue 430-5654

- Claims/TDR's
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- Translator
 - Hans Weick 430-8332

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ADDRESS

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